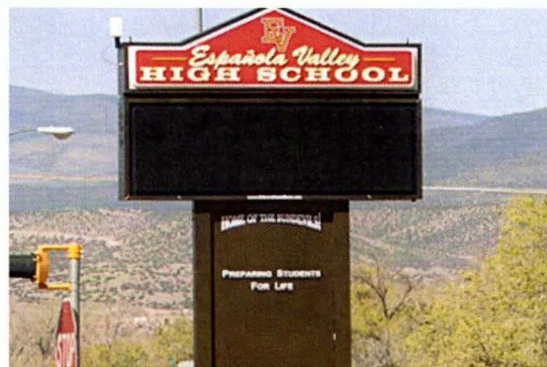


# NMPSIA

## Espanola Public Schools

*Espanola Valley High School*

### *Loss Control & Safety Audit*



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## EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Espanola Valley High School. The audit was conducted on April 9, 2014, on behalf of the Espanola Public Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Hoyt Mutz, Principal, and the staff of Espanola Valley High School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

**GENERAL CONDITIONS INSPECTION****Contact:** Hoyt Mutz, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** April 9, 2014

<b>Hazard Type</b>	<b>Hazard Scope</b>	<b>Hazard Urgency</b>	<b>Capital</b>
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

<b>Exterior Areas</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
1	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?		X		2,3,4,5 - A,C,D - M - NC	2014-001
2	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?		X		2,4 - B - M - NC	2014-002
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?		X		3,4 - A,B - O - NC	2014-003
4	Is fencing provided, and are fences and gates of an appropriate type and condition?		X		2,3,4 - A,B - M - NC 2,3,4 - C,D - M - NC	2014-004 2014-005

Building Conditions		Yes	No	NA	Priority	Recommendations
5	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X		5 - B - L - NC 2,3,4 - B - H - NC 2,5 - B - L - NC 5 - B - L - NC 2,4 - B - O - NC 2,4 - B - H - NC	2014-006 2014-007 2014-008 2014-009 2014-010 2014-011
6	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - M - NC	2014-012
7	Was the building free of apparent leaks or other obvious water intrusion?		X		3,4 - B - M - NC	2014-013
8	Do walls and ceilings appear to be of an appropriate type and condition?		X		2,3,4 - B,C - M - NC 2,3,4 - B - M - NC 3,5 - B - O - NC 2,3,5 - B - M - NC 2,3,5 - B - M - NC 2,3,4 - B - M - NC	2014-014 2014-015 2014-016 2014-017 2014-018 2014-019
9	Are floors and floor coverings of an appropriate type and condition?		X		2,4 - A,B - M - NC	2014-020
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
10	Are "EXIT" and "NOT AN EXIT" signs installed?		X		1,4 - A,B - H - NC 1,4 - B - H - NC	2014-021 2014-022
11	Is emergency lighting provided as required, and is it properly maintained?		X		1,4 - B - H - NC	2014-023
Emergency Action Equipment & Systems		Yes	No	NA	Priority	Recommendations
12	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X		3,4,5 - B,C - M - NC 3,4 - B,C,D - M - NC	2014-024 2014-025
13	Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?		X		3,4 - B,D - H - NC	2014-026
14	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?		X		2,3,4 - A,B - H - NC	2014-027

<b>Mechanical and Utility Systems</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
15	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		4 - B - M - NC	2014-028
16	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		X		2,4 - B - H - NC	2014-029
17	Are electrical fixtures properly installed, properly protected, and free of damage?		X		2,3,4 - B - H - NC	2014-030
18	Are plumbing systems and fixtures in good condition and free from damage or leaking?		X		2,4 - B - M - NC	2014-031
<b>Housekeeping and Storage Practices</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
19	Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?		X		2,4 - B - H - NC	2014-032
<b>Disabled Access</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
20	Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?		X		4 - A,B - M - NC	2014-033
<b>General Conditions – Other</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
21	Is the site free of graffiti or other signs of vandalism?		X		3,5 - B - O - NC 2,3,5 - B,C - O - NC	2014-034 2014-035
22	Are other general conditions free of apparent hazards or concerns?		X		2,3,4,5 - C,D - M - NC 3,5 - A,C - M - NC 2,3,4 - B - M - NC 2,4 - B - M - NC	2014-036 2014-037 2014-038 2014-039

## GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

### Exterior Areas

#### ***1. Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?***

**Recommendation Number: 2014-001**

**Observations:**

- Vehicles were parked on site in areas that are marked no parking or otherwise not designed for parking.
- This practice increases injury risk and the risk of property damage.

**Recommendations:**

- All vehicle operators should be required to park in designated parking spaces.

**Standards:**

- Good Loss Prevention Practices
- NMAC 6.27.30 - Statewide Adequacy Standards



***2. Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?***

**Recommendation Number: 2014-002**

**Observations:**

- Some of the paved areas had minor deterioration that, if left unrepaired, could worsen and result in trip/fall hazards.

**Recommendations:**

- The pavement condition should be closely monitored and repairs made as needed.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards



***3. Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?***

**Recommendation Number: 2014-003**

**Observations:**

- Some of the culvert inlets were collecting trash and debris.
- This condition can lead to clogged culverts and flooding.

**Recommendations:**

- Culvert inlets should be kept clear of trash and debris.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 304 - Exterior Structure



**4. Is fencing provided, and are fences and gates of an appropriate type and condition?****Recommendation Number: 2014-004****Observations:**

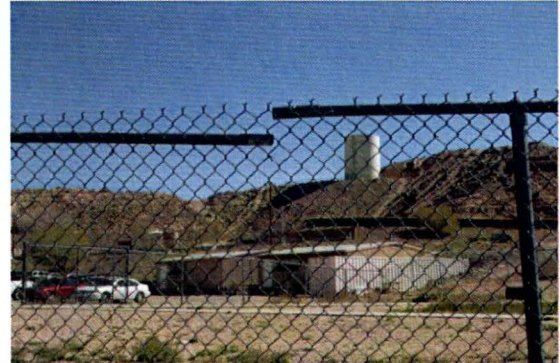
- Portions of the fence were damaged.
- The fence conditions pose attractive nuisance and injury hazards.

**Recommendations:**

- Damaged fencing should be repaired.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 304 - Exterior Structure



**Recommendation Number: 2014-005****Observations:**

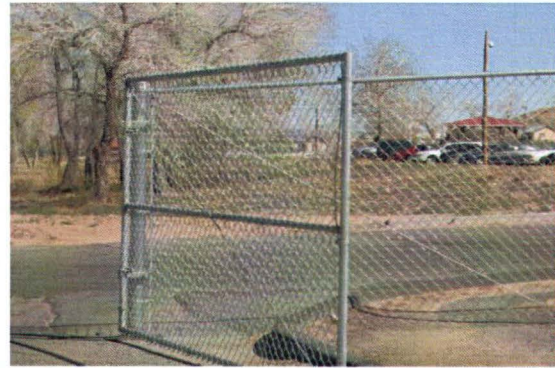
- The drive gates should be secured when open to prevent them from swinging closed on a vehicle in the wind.

**Recommendations:**

- Gates should be secured.

**Standards:**

- Good Loss Prevention Practices
- NMAC 6.27.30 - Statewide Adequacy Standards

**Building Conditions*****5. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?*****Recommendation Number: 2014-006****Observations:**

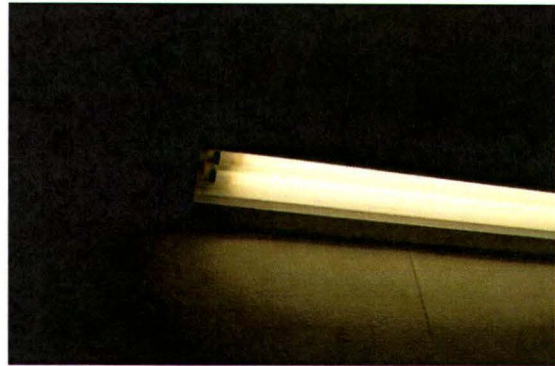
- Some of the light fixtures were missing diffusers.
- Light diffusers reduce glare, protect the light bulbs from damage, and reduce the hazards created by broken glass should bulbs break.

**Recommendations:**

- Missing light diffusers should be replaced.
- Specially designed plastic sleeves may be used in place of light diffusers for fluorescent light bulbs.

**Standards:**

- IPMC, Section 605 - Electrical Equipment



**Recommendation Number: 2014-007****Observations:**

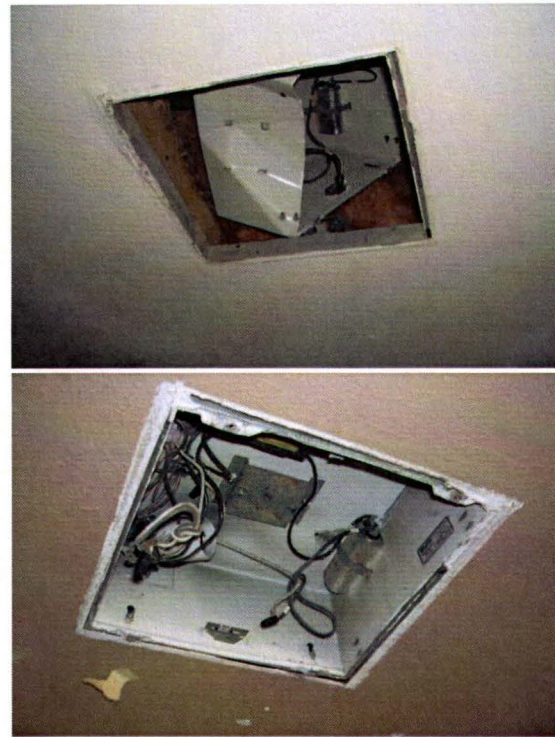
- One or more overhead lighting fixtures with exposed internal wiring were observed.
- The exposed wiring poses electric shock and fire hazards.

**Recommendations:**

- If repair cannot be completed or is interrupted, electric component faceplates should be replaced to prevent accidental or unauthorized contact with electric wires.
- In addition, the energy sources should be locked and tagged out at the circuit breakers or disconnect boxes.

**Standards:**

- IPMC, Section 604 - Electrical Facilities

**Recommendation Number: 2014-008****Observations:**

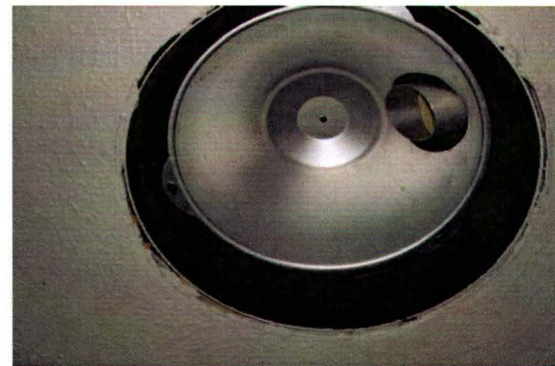
- Exposed light sockets were present where light bulbs were missing.
- The exposed light sockets increase the risks of electric shock and fire incidents.

**Recommendations:**

- Light bulbs should be placed in all open light sockets, or the circuit de-energized, locked and tagged out of service.

**Standards:**

- IPMC, Section 605 - Electrical Equipment



**Recommendation Number: 2014-009****Observations:**

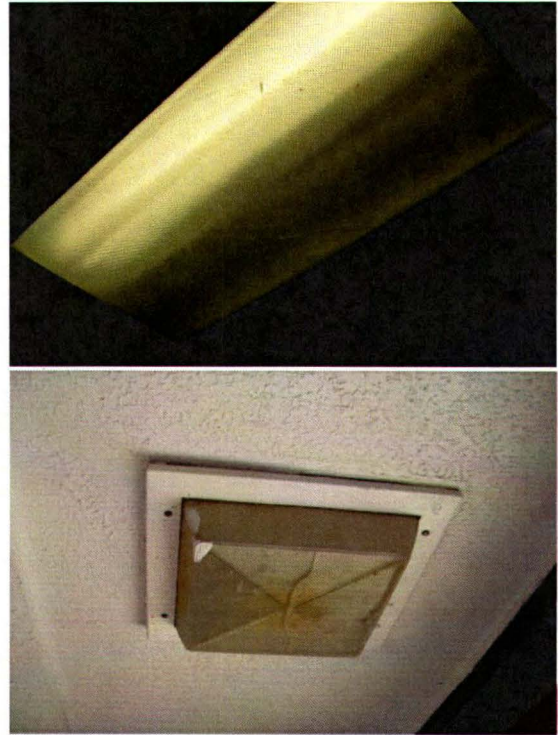
- Some of the light diffusers were broken or damaged.
- Light diffusers reduce glare and protect the light bulbs from mechanical damage and breakage.

**Recommendations:**

- Damaged or broken light diffusers should be replaced.

**Standards:**

- IPMC Section 605 - Electrical Equipment

**Recommendation Number: 2014-010****Observations:**

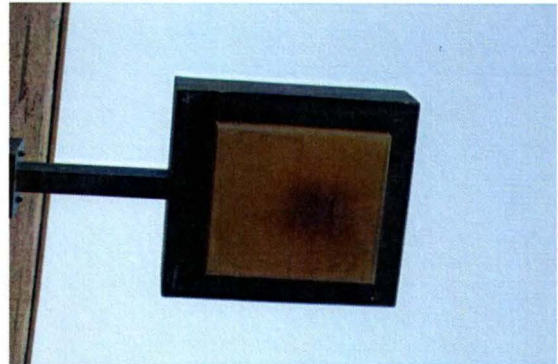
- An accumulation of dirt was visible in the diffusers for some of the overhead lights.
- Some of the light diffusers appeared to be yellowed.

**Recommendations:**

- Dirty light fixtures should be cleaned so that illumination is not impaired.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 402 - Light



**Recommendation Number: 2014-011****Observations:**

- Some light bulbs were broken and the bulb base still remained in the socket.

**Recommendations:**

- The electric circuit on which the light fixture is located should be properly de-energized, and the light bulb base be removed.
- The broken light bulb should be replaced.
- Fixture covers should be installed to protect bulbs.

**Standards:**

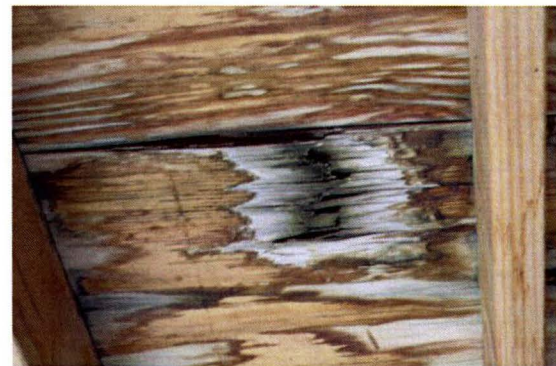
- Good Loss Prevention Practices
- IPMC, Section 605 - Electrical Equipment

***6. Do building structures and finish materials appear to be in good condition and free of visible deterioration?*****Recommendation Number: 2014-012****Observations:**

- The wooden trim and/or other wooden building components were deteriorated and/or dry-rotted in some places.

**Recommendations:**

- The wooden building materials and the trim should be thoroughly examined to determine the extent of the damage and to determine the necessary corrective action.
- The deteriorated wooden components should be repaired and/or replaced.

**Standards:**

- IPMC, Section 304 - Exterior Structure

**7. Was the building free of apparent leaks or other obvious water intrusion?****Recommendation Number: 2014-013****Observations:**

- Evidence of leaks and/or other water intrusion was present.
- Water intrusion and the presence of moisture in building materials can foster the growth of mold and mildew.

**Recommendations:**

- The source of the water intrusion should be determined and corrective action taken to prevent recurrence.
- Wall coverings, ceiling tiles, floor coverings, and wall and ceiling insulation should be inspected to identify the presence of damage or mold growth. Both exposed and concealed surfaces should be inspected.
- Damaged and contaminated materials should be removed and disposed of in a way that prevents their continued use.
- The entire damaged or contaminated area should be cleaned and disinfected with an effective fungicide prior to installing new materials.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 305 - Interior Structures

**8. Do walls and ceilings appear to be of an appropriate type and condition?****Recommendation Number: 2014-014****Observations:**

- Holes were observed in some of the ceilings.
- The holes compromise the fire safety of the structure, and they provide an entry point for insects and vermin.

**Recommendations:**

- The holes should be sealed.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 703 - Fire-Resistance Ratings

**Recommendation Number: 2014-015****Observations:**

- Damaged suspended ceiling tiles were observed.
- These conditions pose falling object hazards that could result in personal injury.

**Recommendations:**

- All suspended ceiling tiles should be properly aligned to help ensure that they do not drop onto furnishings and persons.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures



**Recommendation Number: 2014-016****Observations:**

- The wall covering observed in one or more areas was damaged and/or peeling.
- The damaged areas pose an attractive nuisance and invite more damage.

**Recommendations:**

- Any damage to the walls or wall coverings should be repaired.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures

**Recommendation Number: 2014-017****Observations:**

- Some of the baseboard molding observed was missing.

**Recommendations:**

- The missing molding should be securely replaced.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures



**Recommendation Number: 2014-018****Observations:**

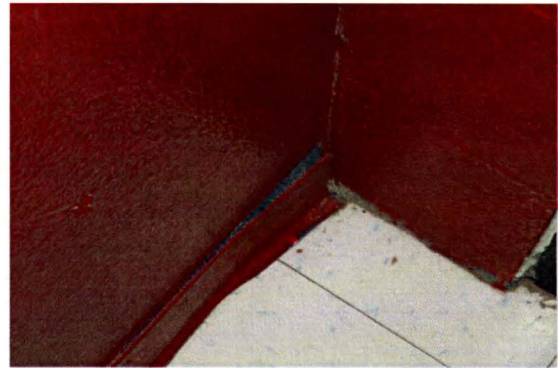
- Some of the baseboard molding observed was loose.
- This condition poses trip/fall hazards.

**Recommendations:**

- The loose molding should be securely fastened to the wall.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures

**Recommendation Number: 2014-019****Observations:**

- Loose suspended ceiling tiles were observed.
- These conditions pose falling object hazards that could result in personal injury.

**Recommendations:**

- All suspended ceiling tiles should be properly aligned to help ensure that they do not drop onto furnishings and persons.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures



**9. Are floors and floor coverings of an appropriate type and condition?****Recommendation Number: 2014-020****Observations:**

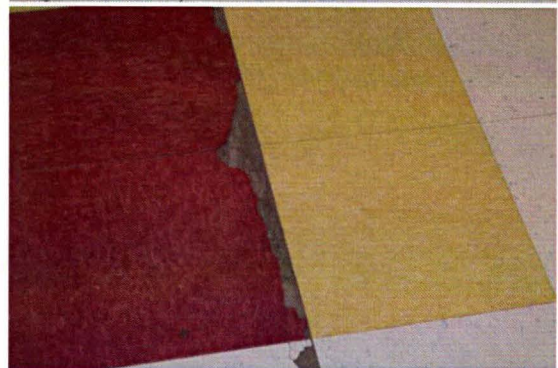
- Some of the floor tiles were damaged.
- The damaged flooring presents slip/trip/fall hazards.
- Some of the damaged floor tiles or their adhesive may contain asbestos, which could present an asbestos exposure hazard.

**Recommendations:**

- The site Asbestos Management Plan should be reviewed to determine if the flooring contains asbestos.
- Damaged flooring that does not contain asbestos should be removed and replaced.
- Damaged flooring that contains asbestos should be abated in accordance with AHERA requirements.
- Missing and damaged floor tiles should be repaired and/or replaced to reduce trip/fall hazards.

**Standards:**

- 40 CFR, Part 763 - Asbestos
- IPMC, Section 305 - Interior Structures



## Doors, Exits, and Means of Egress

### 10. Are "EXIT" and "NOT AN EXIT" signs installed?

**Recommendation Number: 2014-021**

**Observations:**

- One or more of the illuminated exit signs were not illuminated; therefore, we could not determine if they were fully functional.

**Recommendations:**

- The exit signs should be activated to determine if they are fully functional.
- Exit signs should be provided with bulbs for all sockets so that the signs are still illuminated even if one bulb fails.
- Exit signs should be inspected on a regular basis to ensure that they are functional at all times.



**Standards:**

- IFC, Chapter 10 - Means of Egress
- NFPA 101, Chapter 5 - Means of Egress

**Recommendation Number: 2014-022**

**Observations:**

- Some exit signs were damaged and/or broken.

**Recommendations:**

- Damaged exit signs should be repaired.
- Exit signs should be provided with bulbs for all sockets, so that the signs are still illuminated even if one bulb fails.
- Illuminated exit signs should be installed above exits to ensure that exit routes are properly identified.
- Illuminated exit signs should be properly installed.



**Standards:**

- NFPA 101, Chapter 5 - Means of Egress
- IFC, Chapter 10 - Means of Egress

**11. Is emergency lighting provided as required, and is it properly maintained?****Recommendation Number: 2014-023****Observations:**

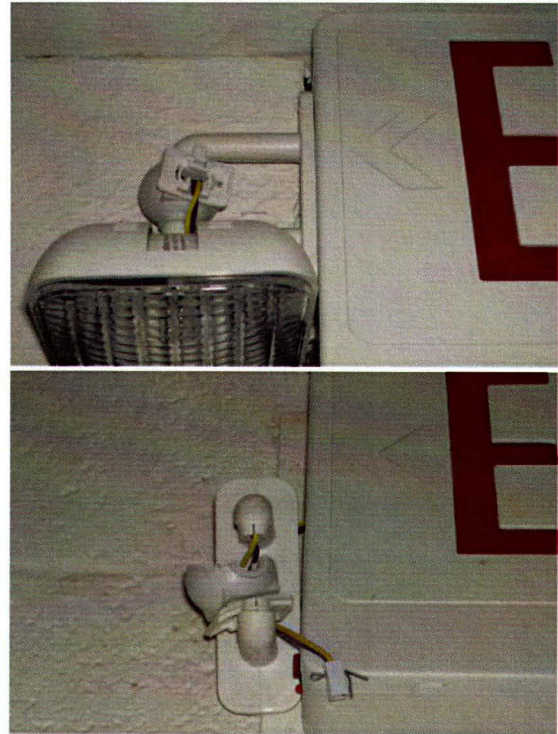
- Exit signs and/or emergency lights were damaged.

**Recommendations:**

- Damaged exit signs and/or emergency lights should be repaired.
- Consideration should be given to installing approved protective metal grills over illuminated exit signs and emergency light installations that may be at risk of damage due to their location and/or the activity conducted in the room, as in gymnasium and athletic activity rooms.

**Standards:**

- NFPA 101, Chapter 5 - Means of Egress
- IFC, Chapter 10 - Means of Egress
- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans



## Emergency Action Equipment & Systems

**12. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?**

**Recommendation Number: 2014-024**

**Observations:**

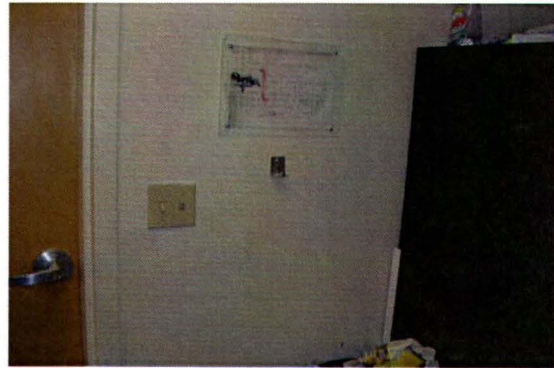
- Fire extinguishers were missing from some areas.

**Recommendations:**

- Missing fire extinguishers should be replaced and properly wall mounted.
- Consideration should be given to indicating fire extinguisher locations on site emergency evacuation maps to ensure that fire extinguishers are properly replaced following service.

**Standards:**

- 29 CFR 1910, Subpart L - Fire Protection

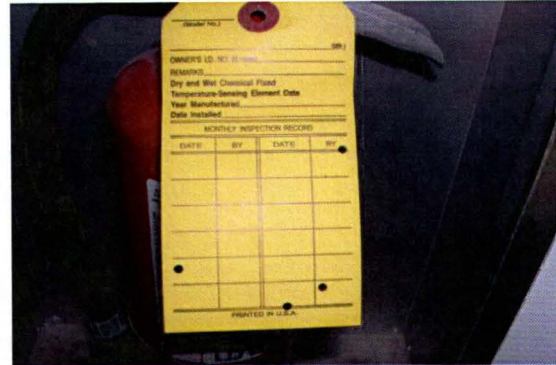


**Recommendation Number: 2014-025****Observations:**

- Monthly fire extinguisher inspections are not being conducted.

**Recommendations:**

- The fire extinguishers should be inspected on a monthly basis to ensure that:
  - they are properly wall mounted;
  - the seals and pull pins are still intact; and
  - the units are fully charged and ready for use.
- The monthly inspection should be documented with the inspector's initials on the back of the annual inspection tag.

**Standards:**

- 29 CFR 1910, Subpart L - Fire Protection

***13. Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?***

**Recommendation Number: 2014-026****Observations:**

- Access to fire department water sprinkler connection was not marked "fire lane."
- This practice could delay response in a fire emergency.

**Recommendations:**

- A clear access route to emergency and fire response equipment should be maintained at all times.
- Consideration should be given to posting signs prohibiting vehicles from parking in front of fire hydrants and other emergency response utilities and equipment.
- Consideration should also be given to providing ground level signs and/or markings that designate the area around fire hydrants and other emergency response utilities and equipment a "Fire Lane."

**Standards:**

- IFC, Chapter 5 - Fire Service Features

**14. Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?**

**Recommendation Number: 2014-027**

**Observations:**

- Smoke/heat detectors coming loose from the ceiling.

**Recommendations:**

- Detectors should be securely fastened.

**Standards:**

- IPMC, Section 704 - Fire Protection Systems



## Mechanical and Utility Systems

**15. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?**

**Recommendation Number: 2014-028**

**Observations:**

- The boxes were not locked to prevent unauthorized access.

**Recommendations:**

- All exterior utility controls should be covered and locked, or otherwise controlled, to prevent unauthorized access.

**Standards:**

- Good Loss Prevention Practices
- 29 CFR 1910, Subpart S - Electrical



***16. Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?***

**Recommendation Number: 2014-029**

**Observations:**

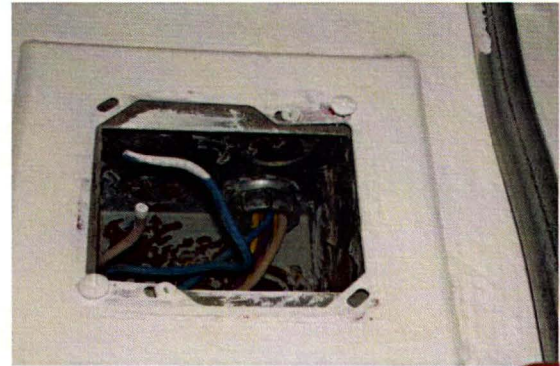
- Some of the electrical wiring was exposed.
- Exposed wiring poses an electric shock hazard.

**Recommendations:**

- Exposed wiring should be safely capped and concealed in accordance with New Mexico Building Code requirements.

**Standards:**

- 29 CFR 1910, Subpart S - Electrical



***17. Are electrical fixtures properly installed, properly protected, and free of damage?*****Recommendation Number: 2014-030****Observations:**

- Some electric receptacles were scorched. These receptacles may be damaged and/or defective.
- The use of damaged receptacles increases the risk of injury and fire incidents.

**Recommendations:**

- The scorched receptacles should be inspected and replaced if necessary. The circuit should be de-energized and locked-out until repairs are made.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 605 - Electrical Equipment

***18. Are plumbing systems and fixtures in good condition and free from damage or leaking?*****Recommendation Number: 2014-031****Observations:**

- One or more of the drinking fountains were found to be unplugged.

**Recommendations:**

- Drinking fountains should be powered to operate according to manufacturer's specifications.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 504 - Plumbing Systems and Fixtures

## Housekeeping and Storage Practices

### ***19. Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?***

**Recommendation Number: 2014-032**

**Observations:**

- Accumulated weed debris and trash was present on sidewalks and/or in parking lots areas. This condition poses slip/fall hazards.
- Dry tree debris may present a fire hazard.
- Accumulated debris may also clog storm drains and/or gutters, which could lead to flooding or the improper drainage of water.



**Recommendations:**

- The accumulation of weed debris and trash should not be permitted on walkways, roadways, and/or parking lots.

**Standards:**

- IPMC, Section 302 - Exterior Property Areas

## Disabled Access

### ***20. Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?***

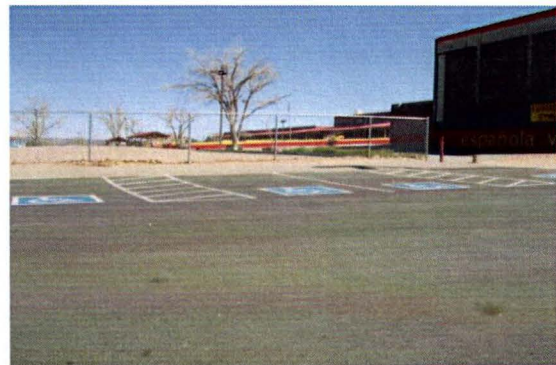
**Recommendation Number: 2014-033**

**Observations:**

- The required elevated signs designating accessible parking spaces were not provided.

**Recommendations:**

- The required elevated, accessible parking signs should be provided. The signs may be post-mounted or mounted to a building or fence.



**Standards:**

- ADA - ADAAG 4.6 - Parking and Passenger Loading Zones

## General Conditions – Other

### 21. Is the site free of graffiti or other signs of vandalism?

Recommendation Number: 2014-034

#### Observations:

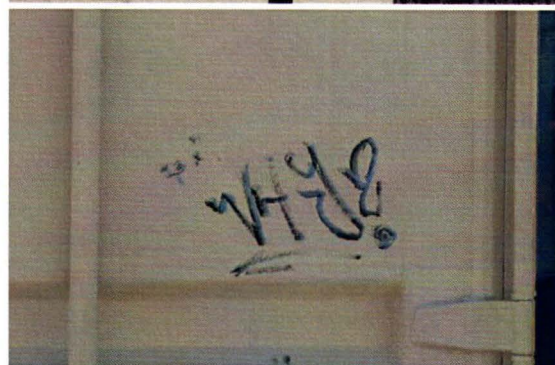
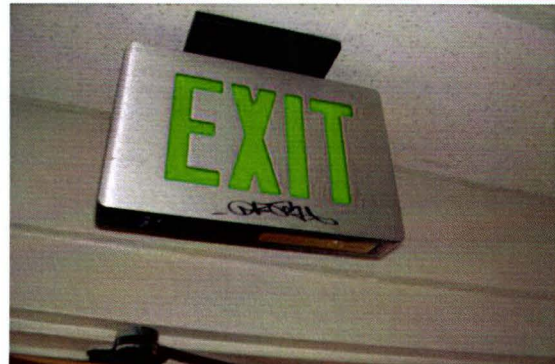
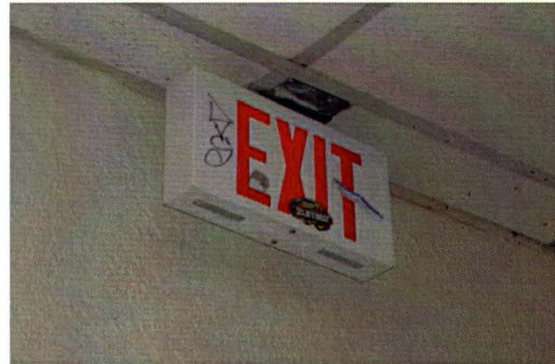
- Graffiti was present in some areas.

#### Recommendations:

- Graffiti should be promptly covered or removed when discovered. Prior to removal, it should be photographed for documentation.
- Prompt response to graffiti is a proven deterrent to future graffiti.

#### Standards:

- Good Safety & Security Practice
- Good Loss Prevention Practices



**Recommendation Number: 2014-035****Observations:**

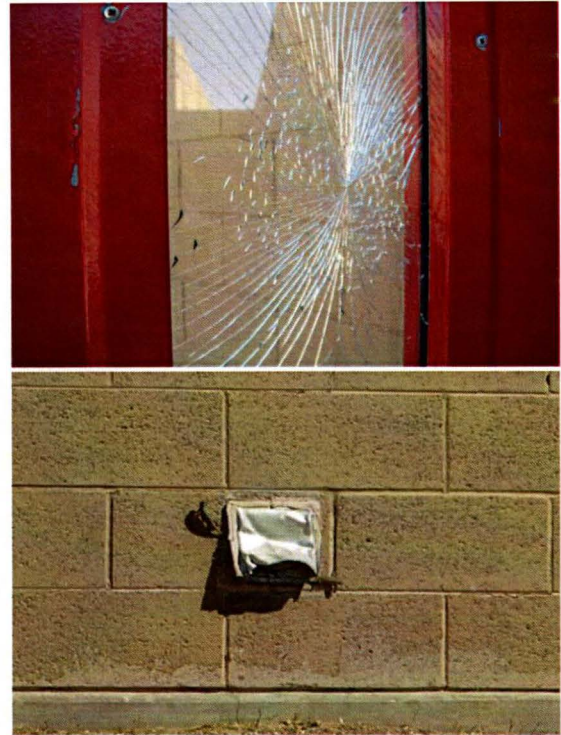
- Evidence of vandalism was observed.
- The damaged property posed injury hazards, and encouraged additional acts of vandalism.

**Recommendations:**

- The damaged property should be repaired.
- Consideration should be given to reviewing the patterns of vandalism, such as the time of the year, days of the week, time of day, and areas of the property where vandalism occurs. Then a targeted prevention plan should be developed and implemented.

**Standards:**

- Good Loss Prevention Practices

**22. Are other general conditions free of apparent hazards or concerns?****Recommendation Number: 2014-036****Observations:**

- Some of the trophy cases were found to be open and unsecure.
- This could lead to theft and vandalism.

**Recommendations:**

- Trophy cases should be locked to prevent unauthorized access.

**Standards:**

- Good Loss Prevention Practices



**Recommendation Number: 2014-037****Observations:**

- Student lockers were present but not in use. Eliminating student lockers may reduce vandalism, contraband, and harassment incidents.

**Recommendations:**

- Consideration should be given to removing the lockers.
- If the District chooses to retain the lockers, any damaged lockers should be repaired or replaced.
- If lockers are retained and used, they should be assigned by grade level to reduce the likelihood of harassment between grade levels.

**Standards:**

- Good Loss Prevention Practices

**Recommendation Number: 2014-038****Observations:**

- Bird nests were observed in the exterior lights, building structures, and/or exterior utility structures.
- The bird nests can pose fire, health, and property damage hazards.

**Recommendations:**

- Bird nests, bird droppings, and any other debris should be removed.
- Bird droppings should be cleaned using the appropriate personal protective equipment and disposed of as potentially infectious material.
- Holes and/or openings in which birds roost should be treated or sealed off to prevent the birds from nesting.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 302 - Exterior Property Areas

**Recommendation Number: 2014-039****Observations:**

- Some of the ground level utility covers were missing.
- The open utility vaults pose trip/fall hazards.

**Recommendations:**

- Missing utility covers should be replaced and kept in place at all times.

**Standards:**

- IPMC, Section 302 - Exterior Property Areas



**CLASSROOM AND OFFICE INSPECTION****Contact:** Hoyt Mutz, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** April 9, 2014

<b>Hazard Type</b>	<b>Hazard Scope</b>	<b>Hazard Urgency</b>	<b>Capital</b>
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

<b>Classroom and Office Section</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4 - C,D - M - NC	2014-040

## CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

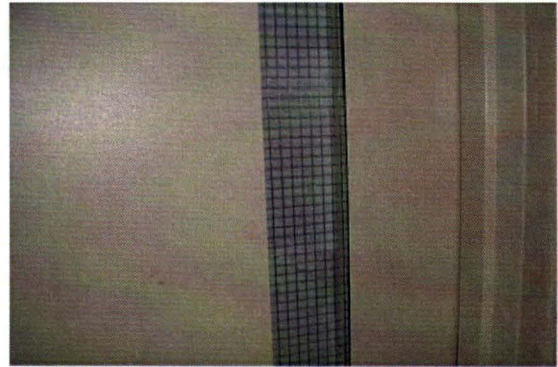
### Classroom and Office Section

#### *1. Are classroom decorations displayed in a safe and acceptable manner?*

**Recommendation Number: 2014-040**

**Observations:**

- Paper was observed over the windows of the classroom doors.
- This practice compromises the security of the room's occupants and violates the requirement to keep doors free of decorations.



**Recommendations:**

- This practice should be discontinued.
- No paper or combustible items should be placed on the door.
- The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.

**Standards:**

- Good Loss Prevention Practices
- NFPA 1, Chapter 4 - Means of Egress
- IFC, Chapter 10 - Means of Egress

**ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS****Contact:** Hoyt Mutz, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** April 9, 2014

<b>Hazard Type</b>	<b>Hazard Scope</b>	<b>Hazard Urgency</b>	<b>Capital</b>
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

<b>Athletic Areas, Gymnasium, and Locker Room Section</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
1 Are athletic areas, equipment, and facilities otherwise free of apparent hazards?		X		2,3,5 - B,C - H - NC	2014-041

## ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS RECOMMENDATIONS

### Athletic Areas, Gymnasium, and Locker Room Section

#### *1. Are athletic areas, equipment, and facilities otherwise free of apparent hazards?*

**Recommendation Number: 2014-041**

**Observations:**

- Some of the athletic court nets were damaged.
- These conditions pose an attractive nuisance and trip hazards.

**Recommendations:**

- The damaged nets should be removed.
- Net repairs should be made or the nets should be replaced.

**Standards:**

- Good Loss Prevention Practices



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